**NASS Board of Trustees: Role Description for Treasurer**

***Please note: the treasurer needs to be a qualified accountant***

**About NASS**

We are the National Axial Spondyloarthritis Society (NASS), the only charity in the Axial SpA is an inflammatory disease of the spine and joints. Inflammation where muscles attach to the bones, causes extreme pain. If left untreated, it can permanently fuse bones together.

We are the National Axial Spondyloarthritis Society (NASS) and we seek to transform the diagnosis and care of people living with axial SpA.

It’s an invisible and misdiagnosed condition. Often leaving people feeling powerless, in increasing pain and extreme exhaustion.

So we campaign policy makers for early diagnosis and better services. We work with the NHS to get axial SpA identified and diagnosed quickly.

We’re determined that everyone receives effective care. We make sure people with axial SpA

get the latest information and the support they need to tackle living with the condition.

And we build an active community, online and through our local branches across the UK. We are with them all the way.

Join us. Help us raise our voices and raise funds. Axial SpA may work silently. But we don’t.

**Role of the Treasurer to the Board**

To maintain effective governance of the organisation’s affairs, ensuring its financial viability and ensuring that proper processes and procedures exist for assuring all financial records, decisions and delegations are maintained.

**Key Responsibilities**

1. **Strategic**
	* To assist and advise in the formation of the Charity’s strategy with particular regard to ensuring that the Charity has the resources to deliver the strategy.
2. **Financial**
* To ensure that the Board receives appropriate budgetary and financial information on the activities of the charity including Annual Accounts
* To ensure that all accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies
* To recommend to the Board appropriate accounting procedures, controls and policies consistent with the scheme of delegation.
* To oversee the appointment of auditors and review on a regular basis.
* Work with the Finance and Administration Manager to review monthly management accounts
* Support the CEO and Finance Manager in budgeting planning and financial forecasting
* To work in close partnership with the Finance & Administration Manager in executing their responsibilities and achieving their goals.
* Assist the Finance and Administration Manager to review the annual accounts
* Assist the Finance and Administration Manager in scrutinising the branches’ annual financial returns
1. **Assets and Investments**
* To ensure that the Charity has an appropriate investment policy
* To ensure that the Charity monitors the performance of its investments and to set an appropriate reserves policy
* Oversee the management of NASS owned residential properties
1. **Governance**
* To ensure that the Board is aware of its financial duties and responsibilities and the need to comply with all legislation
* Act as a counter signatory on bank accounts and HMRC registration
* Monitor the financial administration of the charity and reporting to the board of trustees, in compliance with the governing document
* To ensure that all financial policies, procedures, and the appointment of external financial advisors are reviewed on a regular basis
* To ensure that the Board’s scheme of delegation is reviewed on a regular basis
* Serve as part of the Finance and General Purposes Committee

**General responsibilities of a Trustee**

In addition to the responsibilities outlined above, the Treasurer as a Trustee has the

following general responsibilities:

There is a legal requirement that a charity trustee must:

* ***Ensure that the charity is carrying out its purpose for the public benefit***, as set out in the Constitution: understand the charity’s purpose; plan what the charity will so and what you want it to achieve; be able to explain how all the charity’s activities are intended to further its purposes; understand how the charity benefits the public by carrying out its purpose.
* ***Ensure that the charity complies with its Constitution, charity law, company law*** and any other relevant legislation or regulations.
* ***Act in the interests of the charity***: Safeguard the good name and values of the Charity, make balanced and adequately informed decisions, thinking about the long term as well as the short term; avoid putting yourself in a position where your duty to the charity conflicts with your personal interest or loyalty to any other person or body; not receive any benefit from the charity unless it is properly authorised and clearly in the charity’s interests.
* ***Manage the charity’s resources responsibly***: make sure that its assets are only used to carry out its charitable purpose; avoid exposing the charity’s assets, beneficiaries or reputation to undue risk; not over-committing the charity; and taking special care when investing or borrowing.
* ***Act with reasonable care and skill***: make use of their skills and experience; take appropriate advice when necessary; and give enough time, thought and energy to the role.
* ***Ensure that the charity is accountable***: comply with statutory accounting and reporting requirements; ensure appropriate accountability to members; ensure appropriate to committees and staff where Board authority are delegated.

In addition, trustees should contribute actively to the Board in its role to provide clear strategic direction, working with the Chief Executive in setting the strategy, business plan and budget, and evaluating performance against agreed targets. Trustees are responsible for the appointment of the Chief Executive and, through the Chair, for the monitoring of her/his performance.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has special expertise.

**The NASS Board of trustees**

The NASS Board is a body of 12 trustees which, as defined by The Charities Act 2011, is responsible under the charity's governing document for controlling the administration and management of the charity. Trustees elect from among themselves a Chair and Treasurer.

The Board meets four times a year – two of these are face to face meetings held on a Saturday daytime (one of which will be in London and the other held during the annual Members Day) and two are videoconference meetings held on a weekday early evening. Meetings last two hours each. Board meeting papers are sent out one week in advance.

**Minimum time commitment**

Trustees are expected to attend all four Board meetings each year. In addition, trustees are encouraged to attend some of the events organised by NASS including *NASS Voices* conferences and meetings of the All Party Parliamentary Group on axial SpA (AS).

**Induction**

An induction session will be held with newly elected trustees at the NASS office prior to their first meeting.

**Person specification**

Each trustee must have:

• a commitment to the mission of NASS

• a willingness to devote the necessary time and effort

• integrity

• strategic vision

• good, independent judgement

• an ability to think creatively

• a willingness to speak their mind

• an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

• an ability to work effectively as a member of a team and to take decisions for the good of NASS.

We are looking for someone who, in addition to the general qualities we’ve described above be a qualified accountant; be knowledgeable about the role of finances and skilled in financial terminology and law, have knowledge of charity SORP and who is able to communicate and explain financial information to Trustees and to other stakeholders.

**Please return this form by 28th July 2022 to:**

**Dr Dale Webb, Chief Executive, NASS**

**By post (address below) or by email to dalewebb@nass.co.uk**